



TOWN OF ELIZABETH

**TOWN OF ELIZABETH
MAIN STREET BOARD OF DIRECTORS
PICKAXE WORK SESSION
Monday, April 10, 2023 at 8:30 AM
Town Hall, 151 S. Banner Street**

**TOWN OF ELIZABETH
MAIN STREET BOARD OF DIRECTORS
Monday, April 10, 2023 at 10:30 AM
Town Hall, 151 S. Banner Street**

CALL TO ORDER

ROLL CALL

AGENDA CHANGES

UNSCHEDULED PUBLIC COMMENT

CONSENT AGENDA

- [1.](#) Minutes of the Regular Meeting of March 13, 2023

NEW BUSINESS

- [2.](#) Discussion regarding Town of Elizabeth 5K Run and possible Committee creation
- [3.](#) Discussion regarding Gesin Lot Monument
4. Discussion regarding the Main Street NOW Conference
5. Discussion regarding the May Main Street Networking Event
- [6.](#) Discussion regarding 2023 Ornament - Images and Manufacturer

STAFF REPORT

- [7.](#) Staff Report

BOARD REPORTS

ADJOURNMENT

The MSBOD regular meeting will begin after the Pickaxe work session.

Notice of potential meeting pursuant to C.R.S 24-6-402

Three or more members of the Board of Trustees may be present at this meeting. No action will be taken.

**ACTION MAY BE TAKEN ON ANY AND ALL ITEMS LISTED ON THE AGENDA
ACCOMMODATIONS FOR DISABILITIES MAY BE MADE UPON REQUEST.**



**MAIN STREET BOARD OF DIRECTORS – RECORD OF PROCEEDINGS
MARCH 13, 2023**

CALL TO ORDER

The Regular Meeting of the Main Street Board of Directors was called to order on Monday, March 13, 2023, at 8:33 AM by President Tedd Lipka.

ROLL CALL

Present were President Tedd Lipka, Vice President Linda Bulmer, and Board Members Michael Hussey, Kurt Prinslow, and Brandon Jeffress. Board Member Jeff Struthers was not present. There was a quorum to conduct business.

Also present were Community Development Director Zach Higgins, Deputy Town Clerk Harmony Malakowski, and Community Development Administrative Assistant Dianna Hiatt.

AGENDA CHANGES

No changes from Staff.

President Tedd Lipka would like to add item #8 Discussion of upcoming DCI event in April and item #9 Discussion regarding additional picnic tables at Running Creek Park. Agenda set.

UNSCHEDULED PUBLIC COMMENT

There was no unscheduled public comment.

CONSENT AGENDA

1. Minutes of the Regular Meeting of February 13, 2023

Motion by Vice President Bulmer, seconded by Mr. Jeffress, to approve the minutes from February 13, 2023.

The vote of those Board Members present was unanimously in favor. Motion carried.

NEW BUSINESS

2. Discussion and possible action regarding Main Street Board of Director's Candidate

Motion by Vice President Bulmer, seconded by Mr. Hussey, to recommend to the Board of



Trustees appointment of Carrie Wedel to the Main Street Board of Directors.
The vote of those Board Members present was unanimously in favor. Motion carried.

3. Discussion regarding Town of Elizabeth 5K Run

Vice President Bulmer provided information from research that she had done. The Board agreed that the event will be held on September 23rd at 8:00 am. Discussion regarding budget, speaker systems and event themes followed.

4. Discussion regarding Gesin Lot Monument

The Board would like to revisit this item at next month's meeting after getting recommendations from DOLA.

5. Discussion regarding Main Street Streetscape Design

Community Development Director Higgins provided an update. The Board provided a couple of dates for a joint work session with the Board of Trustees.

6. Discussion regarding May Main Street Networking Event

The Board provided direction to Staff for this event to be held on May 25, 2023, at 6:00 pm.

7. Discussion regarding 2023 Ornament – Images and Ideas

Mr. Hussey will provide an image at the next meeting. Discussion followed regarding the retail pricing of the ornaments.

8. Discussion regarding upcoming DCI event

Board Members are to reach out to Dianna by the end of the week if they wish to attend.

9. Discussion regarding additional picnic tables at Running Creek Park

Board Members and Staff will do some more research regarding the picnic tables and discuss it further at the next meeting.

STAFF REPORTS

- Mr. Higgins provided the Board with an update regarding the Main Street NOW conference.
- Water Training 101 is available on the website if you missed the meeting.



- The Main Street Pickaxe session will be held at the April 10, 2023, meeting.
- Friday Night Farmer’s Market has been officially renamed to Friday Night Markets.
- Mr. Higgins provided a reminder on policy regarding communication between Boards and Committees.

BOARD REPORTS

- Vice President Bulmer requested an update on the Main Street sidewalk repair.
- Ms. Bulmer had a question regarding the Gesin Lot pricing and timelines.
- Ms. Bulmer suggested that the Board investigate placing planter balls rather than the normal planter pots on Main Street this year.

ADJOURNMENT

Motion by Mr. Hussey, seconded by Vice President Bulmer, to adjourn the meeting at 10:38 AM. The vote of those Board Members present was unanimously in favor. Motion carried.

President Tedd Lipka

Deputy Town Clerk Harmony Malakowski



TO: Main Street Board of Directors
FROM: Zach Higgins, AICP Community Development Director
DATE: March 13, 2023
SUBJECT: Town of Elizabeth 5k

SUMMARY

Staff is considering opportunities which could promote Historic Main Street and its businesses. Many surrounding communities hold 5k runs as family friendly events that serve their own communities as well as draw crowds from outside their own Town boundaries. Staff feels that the Main Street Board could fund, seek sponsorships, organize, and help run a 5k to promote the Town’s Historic Main Street. Given the planning that would be required, Staff suggests the race to occur sometime between July and September 2023.

Staff has found the following general items make up the bulk of planning for a 5k:

- Choose a theme
- Plan your route
- Get the proper permits and permissions
- Set a budget
- Set an official date and time
- Create an event page or website
- Recruit sponsors
- Marketing
- Order Race Day gear and essentials
- Recruit and organize race volunteers
- Coordinate with local government for police and medical assistance
- Coordinate cleanup effort

The Main Street Board currently has a full yearly budget of \$33,000. The MSBOD has allocated \$12,125 of that budget leaving \$20,875 currently unallocated.

Tentative Event Coordination Timeline:

March – Decide on Theme, Vet additional scope items, set a budget, set official date and time
April – Decide on a design for Marketing/T-shirts, permits and permissions
May – Reach out to vendors and other stakeholders with details, create event page or website, recruit sponsors
June – Begin formal advertising
July – Continue advertising/open ticket sales, order race day gear, recruit and organize race volunteers

August – Possible Late August Event Date, coordinate cleanup effort

September – Possible September Event Date

STAFF RECOMMENDATION

Continue to provide Staff with direction regarding the creation of a Town of Elizabeth 5k. Assign tasks to MSBOD members to meet milestones.

ATTACHMENT(S)

- Proposed Town of Elizabeth 2.5k Walk Route
- Proposed Town of Elizabeth 5k Race Route



Proposed 2.5K Walk Route



Proposed Race Route



DRAFT COLORADO MAIN STREET – REQUEST FOR PROPOSALS

PROJECT INFORMATION

Title

Elizabeth Main Street Gateway Sign Design & Construction Documents

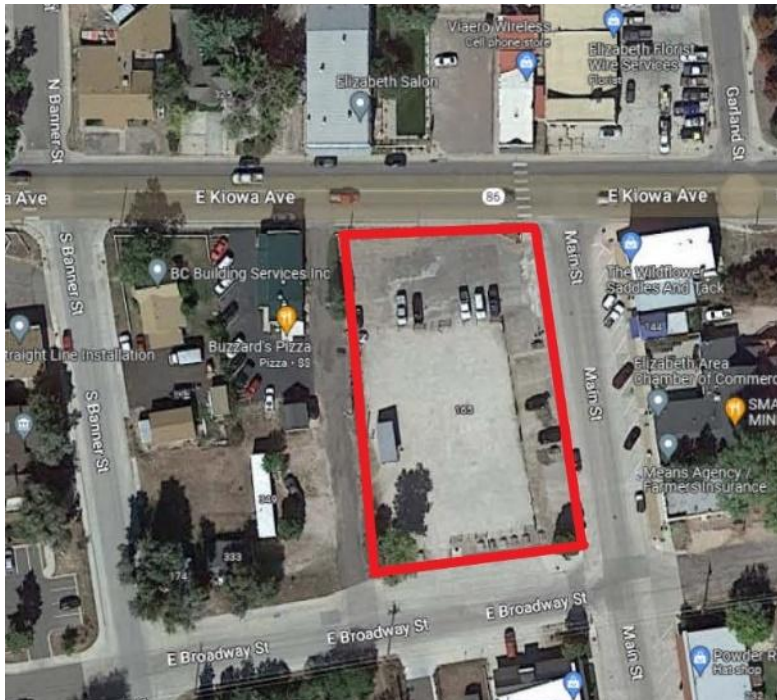
Project Description

The Colorado Main Street Program is seeking proposals to provide professional design and engineering services for a new gateway sign in downtown Elizabeth, Colorado. The purpose of this project is to provide the Town of Elizabeth (Town) with an approved conceptual design and construction documents (drawings and technical specifications) to release with a request for bid to manufacture/construct and install the Main Street Gateway Sign (sign) as funding becomes available.

Project Location

The sign is to be situated on a publicly owned lot at the southwest corner of State Highway 86 (SH-86 or East Kiowa Avenue) and Main Street, which is generally depicted in red in the following figure. This location aligns with signage envisioned in the 2019 Comprehensive Plan's Old Town Area Plan. The Town owns the lot, although only a portion will be needed for the sign. Please note that very preliminary consideration has been given to a future turn lane to allow SH-86 west bound traffic to turn south onto Main Street. This potential should be discussed with the Town of Elizabeth and accounted for as part of this project, as appropriate.

Figure 1. General Depiction of Project Lot



Source: Google. Imagery ©2023 Maxar Technologies, U.S. Geological Survey, Map data ©2023 Google

Sign Design Considerations

The Town is seeking a sign that is readily visible to eastbound and westbound SH-86 traffic that directs vehicles to Main Street. Because Main Street runs perpendicular to SH-86, many passers by are unaware of Main Street's existence.

The sign:

- Should be welcoming, but also clearly direct traffic to Main Street.
- Should be designed and built with materials that conform with one or more of the Town's periods of historical significance. The Town intends to develop Historic Design guidelines by the end of 2023.
- Should be cost conscious and seek to minimize long-term maintenance needs and costs. The estimated construction budget is about \$40,000 to \$80,000.
- Should incorporate the Historic Main Street logo or align with its aesthetic character and font(s) to the extent practicable.
- Should account for the site's topography and the Town's planned streetscape improvements.
- May be lighted.
- Shall comply with the municipal code (unless a variance is requested and approved), and any applicable federal (e.g., Americans with Disabilities Act) and state (e.g., Colorado Department of Transportation) statutes and regulations.
 - The municipal code is available online, see <https://www.townofelizabeth.org/cd>
 - Note that the Town of Elizabeth is responsible for identifying CDOT's jurisdiction, issues, and concerns, if any.



- Shall account for the requisite site triangle. It is likely to be placed at or near the northeast corner of the lot, although this will be determined as part of this project.

Not Part of this RFP

- Completion of the Town's Permanent Sign Application or application fee(s), although the contractor should review and consider the application's requirements as part of this project.
- Preparation of bid documents
- Construction administration

Required Scope Elements

Required scope elements to be included in your proposal are listed below, but the description is not intended to prescribe every detail, or the way tasks are to be approached. Your proposal, therefore, should explain how you will provide the required scope elements to successfully complete this project. In addition, you are encouraged to propose other creative ideas, tasks, and deliverables you believe would add value to this project.

Note:

- Any other task or deliverable in addition to those required below shall be described in your scope of work and included in your cost/bid and clearly labeled as "**optional.**" This provides you with the opportunity to propose the scope of work you believe will result in the best outcome for the Town of Elizabeth while allowing for consistent comparison of proposals and a more streamlined selection process.
- The selected contractor shall indicate that project funding was provided by the Colorado Main Street Program and include the Colorado Department of Local Affairs and Main Street logo in the header of this RFP on all public-facing deliverables to the extent practicable. The logo will be provided upon request.
- The selected contractor shall send all deliverables (draft or otherwise) to the POC and the Colorado Main Street Program.

The following tasks/deliverables are being requested.

If upon review of the tasks below, you do not believe a certain task or portion thereof is needed and you exclude it from your proposal, please clearly explain what has been excluded from your proposal and why.

Phase 1:

Kickoff Call/Virtual Meeting

The Contractor shall organize and lead a project kickoff call/virtual meeting with the Town of Elizabeth Community Development Director who will serve as the primary project point of contact (POC) and anyone invited by them. The Contractor shall prepare and distribute an agenda in advance of this meeting. Call notes shall be prepared and sent within five business days following the call. Any requested edits shall be made promptly, and final notes distributed.

Background Research, Documentation, Testing

The Contractor shall conduct all background research, documentation, mapping, and testing necessary to be able to prepare Construction Documents for the sign. Work associated with this task shall be of



sufficient detail to be applicable regardless of the site's future use(s), to the extent practicable. This task should cover the entire Project Lot, not just a portion of it, and includes but is not limited to:

- Lot Boundary/Topographic Survey (if needed, see Appendix X) – your proposal should clearly specify the type of survey you are proposing and why given the information provided in Appendix X.
- Lot Existing Conditions (on and near the Project Lot)
- Lot Geotech Survey
- Lot SUE (please include the assumed SUE level (e.g., A, B) in your proposal and why)

Site Visit

Contractor shall visit Elizabeth in-person, meet with the project POC and anyone invited by them, and visit the project site. This visit would be an opportunity to discuss the vision for the sign, take pictures, etc. This task could be done in conjunction with/overlap with the background research, documentation, and testing task.

Preliminary Sign Concepts

Contractor shall prepare three (3) preliminary sign concepts to be presented to the community as part of the questionnaire and public open house. Each concept should be developed in plan view and three dimensionally (3D). A minimum of one 3D rendering shall be completed for each concept by hand, with computer software, or some combination. Incorporating imagery in 3D renderings is encouraged but not mandatory. In addition, an order-of-magnitude cost estimate should be prepared for each concept.

Brief Community Questionnaire

The contractor shall develop a brief questionnaire to quickly gather input from residents about the three (3) preliminary sign concepts inclusive of the order-of-magnitude cost of each. The questions shall be reviewed and approved by the Town.

Information to be gathered may focus on the sign's location, dimensions, content, configuration, etc. The questionnaire shall be available digitally and hard copy. Contractors shall account for hard copy printing as part of their cost/bid. Please note that the desire is to include as many visual components as possible in the questionnaire. This may include the 3D renderings prepared in the prior task, site context imagery, etc. A platform like ArcGIS StoryMaps is desired but not required. The contractor would be responsible for compiling hard copy responses, although the expectation is that most responses will be provided digitally.

Draft Social Media Posts

The contractor shall also develop draft language and image(s) for up to two social media posts announcing the project and requesting that the public fill out the questionnaire and attend the public open house. The Town shall be responsible for posting the content provided by the contractor.

Public Open House

The purpose of the first public open house would be to introduce and provide residents with information about the project, present the three preliminary sign concepts and order-of-magnitude cost estimates, and gather public feedback on each. The contractor shall prepare all meeting materials and at least one person from the contractor team shall attend the meeting in person.

Following the open house, a written summary of feedback received shall be prepared and sent to the POC. Requested edits shall be incorporated by the contractor prior to being finalized.



Draft Sign Concept

Based on feedback received in response to the questionnaire and the first public open house, the contractor shall prepare a Draft Sign Concept and preliminary cost estimate. This concept should seek to be responsive to feedback received while still ensuring all pertinent local, state, and federal rules and regulations are adhered to. This concept shall be prepared in plan view and three dimensionally. The goal is to accurately depict the draft sign concept from one or more angles to elicit as much feedback as possible. A minimum of two 3D renderings shall be prepared as part of this task. Incorporating imagery in renderings is encouraged but not mandatory.

If the contractor believes a variance request is appropriate/needed, the contractor shall discuss this with the POC at the earliest possible time, but no later than prior to the Public Work Session, and thereafter as appropriate. The contractor need only account for a small amount of time to convey all needed information to the POC. The Town shall be responsible for taking the request to the Planning Commission and reporting the outcome to the contractor.

Public Work Session

The Draft Sign Concept and preliminary cost estimate shall be presented at a joint Main Street Board/Board of Trustees work session to gather feedback from appointed and elected officials and provide another opportunity for public participation. At least one person from the contractor team shall attend this work session in-person.

The contractor shall provide a brief written summary of the feedback and direction received and send the summary to the POC. Requested edits shall be incorporated by the contractor prior to being finalized.

Sign Concept For Approval

Based on feedback received at the Public Work Session, the contractor shall prepare a Sign Concept for approval by the Board of Trustees. The contractor shall be responsible for preparation of all drawings, specifications and information required by the Town, to include a minimum of two 3D renderings and a cost estimate.

The contractor shall attend this meeting, although attendance may be virtual. The Town will present the staff report, but the contractor shall be prepared to assist in answering questions.

Following the Board of Trustees meeting, the contractor shall make any necessary revisions to the Sign Concept, as requested/required by the Board of Trustees, to the extent practicable.

Delineation of Sign Location

Following approval of the Sign Concept, the contractor shall work closely with the Town to accurately delineate the area in which the sign is to be located. The purpose of this task is to provide the Town with ample information to create an easement on a portion of the property to allow for the sign and continued public use in perpetuity even if the remainder of the lot is eventually sold. The deliverable requested is a map prepared by a professional surveyor delineating the land area to be placed in an easement for public use, including the sign.

Phase 2:

60% Construction Document Plan Set

Contractor shall prepare and submit a 60% Construction Document Plan set for the sign. This can be delivered electronically. Hard copies are not being requested. This set should be comprehensive and include or consider all applicable information, specifications and special provisions. This should include but



is not limited to existing conditions, grading, materials, lighting (solar is desired to the extent practicable- Town will provide Town's standard detail and specifications), structural components, etc.

The Town will review this plan set, along with anyone invited by them to review it. A consolidated set of comments will be provided to the selected contractor to address in the 90% set below.

90% Draft Final Construction Document Plan Set

Contractor shall prepare and submit a 90% Draft Final Construction Document Plan set for the sign. This can be delivered electronically. Hard copies are not being requested. This set will be presented to the Board of Trustees. At least one representative from the selected contractor shall virtually attend this meeting to answer questions.

100% Certified Construction Document Plan Set

The contractor shall revise the 90% set based on feedback received from Town staff or the Board of Trustees and submit a 100% Certified/stamped Construction Document Plan set for the sign. This set shall be delivered in the format required or requested by the Town. Delivery shall be electronic and/or hard copy, as required or requested by the Town. Final files (e.g., CAD, etc.) shall be provided to the Colorado Main Street Program and Town of Elizabeth.

Opinion of Probable Construction Cost

Contractor shall develop an OPCC for the sign based on the 100% Construction Document Plan set.

Note

If you believe the addition of a subcontractor will enhance your proposal and add value to the project, please be advised that per your Master Task Order Contract subcontractors may not do more than 49% of the project work. Note that this applies even if another contractor you are teaming with holds a Master Task Order Contract. See Subcontractor Cost Affirmation and Confirmation section below for more details and requirements.

INQUIRIES

Prospective contractors may make written inquiries concerning the Request for Proposals (RFP) via email to Gayle Langley, Traci Stoffel, and Andrew Coburn at the email addresses below. Written inquiries will not be accepted after **April 26, 2023, at 5:00 PM (MT)**. Responses to written inquiries will be sent to all recipients of the RFP as soon as possible after this date and time.

SUBMITTAL INSTRUCTIONS

Proposal Page Length and Due Date

In no more than ten (10) pages, submit the information below via email to:

- Gayle Langley, Main Street Program Coordinator (gayle.langley@state.co.us)
- Traci Stoffel, Main Street Specialist (traci.stoffel@state.co.us)
- Andrew Coburn, Main Street Program Community Contract Consultant (andrew@urbanruralcontinuum.com)

Proposals are **due by May 5, 2023, at 5:00 PM (MT)**. Proposals more than ten pages in length or received after this date/time will not be considered.



1. Project Understanding and Experience

Describe your understanding of the project and how your specific experience will ensure a successful project. Note that neither cover pages (front/back) nor a cover letter, if included with your proposal, count toward the maximum submittal length of eight pages.

Note: You do not need to include all of your qualifications as we have them from your January 2020 Statement of Qualifications submittal. You should only include specific experience relevant to this RFP.

2. Project Staff

Please address all applicable bullets below.

- List the name(s) and title of firm staff and any subcontractor(s) who will work on this project and their respective project role(s). Should you desire someone in addition to the Principal Representative identified on the cover page of your Master Task Order Contract to be included on email correspondence about this project, please clearly identify the individual and their contact information (email, phone).
- Attach the resume(s) of proposed firm staff and/or subcontractor(s) not included in your 2020 Statement of Qualifications submittal. Resumes do not count toward the maximum submittal length of eight pages. If you need assistance in identifying previously submitted staff, please contact the Colorado Main Street Program for assistance.
- If a subcontractor(s) is proposed that does not already hold a Master Task Order Contract for Colorado Main Street work, include an example work product relevant to this project. Example work products do not count toward the maximum submittal length of eight pages.

3. Scope of Work

Your proposed scope of work, including tasks, order of tasks, and deliverables shall be outlined in your proposal with the required scope elements identified above, at minimum. As a reminder, **contractors are encouraged to propose additional tasks, creative ideas, and deliverables you believe would add value to this project.** Proposed tasks and/or deliverables in addition to those required above shall be clearly labeled as "Optional."

4. Cost/Bid

A cost/bid table shall be included in your proposal; the total proposal cost shall be the not-to-exceed amount.

Please be advised that your proposal, including your cost proposal, will be incorporated by reference into a Task Order if you are awarded this project and that invoices shall be submitted quarterly, at minimum, although monthly is preferred. And since the Colorado Main Street Program cannot pay for invoices submitted on a percent complete basis, your cost/bid table shall adhere to the following:

- Your cost/bid table must be broken out with lump sum dollar amounts for easily confirmable work or completed deliverables.
- It shall not identify hourly rates or break out travel expenses (e.g., food, lodging, gas, etc.) or any other reimbursable expenses (e.g., data, permits, materials, equipment, etc.).

This information can be provided in any format, although a simple table like the one below is encouraged.



		Cost/Bid	Estimated Completion Date
Phase 1	Kickoff Call/Virtual Meeting		Please assume that the Task Order (contract) will be effective by June 1, 2023 (subject to change), and note that work cannot begin prior to this.
	Background Research, Documentation, Testing (subtotal)		
	Lot Boundary/Topographic Survey (if needed, see Appendix X)		
	Lot Existing Conditions (on and near the Project Lot)		
	Lot Geotech Survey		
	Lot SUE		
	Site Visit		
	Preliminary Sign Concepts		
	Brief Community Questionnaire		
	Draft Social Media Posts		
	Public Open House		
	Draft Sign Concept		
	Public Work Session		
	Sign Concept For Approval		
Phase 2	Delineation of Sign Location		
	60% Construction Document Plan Set		
	90% Draft Final Construction Document Plan Set		
	100% Certified Construction Document Plan Set		
	Total (not-to-exceed)		
	Final Design Concept Renderings (Optional)		
	TBD (Optional Task/Deliverable 1)		
	Total (not-to-exceed, inclusive of Optional Tasks/Deliverables)		



5. Schedule

Contractors shall include an estimated project schedule (completion date by task) in the submitted proposal. Including it as part of your cost/bid like in the table above is encouraged but not required. The proposed estimated schedule shall not be binding.

The program anticipates that this project will not be finished by the end of State Fiscal Year 2023 (June 30, 2023). Please clearly identify the tasks you propose to complete in Fiscal Year 22/23 (through June 30, 2023) and those to be completed in Fiscal Year 23/24 (July 1, 2023, or later), and the corresponding dollar amounts by task and fiscal year.

Please note that at this time the Colorado Main Street Program cannot award any portion of this project beyond the current fiscal year (Fiscal Year 22/23) and cannot guarantee that it will be able to do so. In addition, contractors should be aware that the state reserves the right to award the project in any manner deemed most beneficial to the program. This includes the right to award all or a portion of this project (if different from that proposed) next fiscal year (subject to fund availability) due to capacity, timing, funding, or other issues that may arise. The state also reserves the right to make changes to the award based on program needs.

6. Example Work Product

If you have completed similar work in the past, a **maximum of one** representative work product or robust description of the work shall be included as an appendix to your proposal, which does not count toward the page limit maximum. If you have done other similar work, you may discuss it in the body of your proposal, which does count toward the page limit maximum.

7. Disclosure of Conflicts of Interest

Please review the “Conflicts of Interest” section in your Master Task Order Contract and include an affirmative statement in your proposal that you have no conflict or appearance thereof. If applicable, directions regarding submittal of a disclosure statement to the State in the same section shall be followed.

8. Subcontractor Cost Affirmation and Confirmation

If a subcontractor(s) is proposed, you must include a statement in your proposal affirming that no more than 49% of the work to complete the project will be done by the subcontractor(s). This applies even if the (sub)contractor you are teaming with holds a Master Task Order Contract. Please note that it is not the intent of the State to have multiple subcontractors on a project Task Order.

Per your Master Task Order Contract, Section 17(B), a copy of each subcontract in compliance with the terms of that section shall be submitted to the State upon request.

In addition, please note that if you are selected for this project, at the conclusion of the project you will be required to confirm that no more than 49% of the work (in dollars) was done by the subcontractor. A simple table like the example below will provide sufficient documentation. The example is based on a hypothetical Task Order amount of \$20,000.

	Contractor Name Here	Subcontractor Name Here
Task 1	\$1,000	\$500
Task 2	\$2,500	\$2,250
Task 3	\$3,500	\$2,500
Task 4	\$4,000	\$3,750



Subtotal	\$11,000	\$9,000
Percentage	55%	45%

ACCEPTANCE OF PROPOSAL

This RFP does not commit the Colorado Main Street Program to award a Task Order, to pay any costs incurred in the preparation of a submittal in response to this RFP, or to procure or contract for services or supplies. The Colorado Main Street Program reserves the right to accept or reject, in part or in its entirety, any or all proposals received in response to this RFP if, in the opinion of the Colorado Main Street Program, it is in the best interest of the State to do so. The Colorado Main Street Program also reserves the right to clarify details of submitted proposals verbally or in writing prior to selection to the extent necessary to make a well-informed decision that best meets the needs of the program.

The lowest cost bid-proposal will not necessarily be selected. Low bid will be just one of the determining factors of evaluation. Evaluation will factor in responses to all requirements stated in this RFP, and in accordance with Colorado Procurement Rule R-24-103-204-03(b), the Colorado Main Street Program “may determine whether or not a response is acceptable and may compare the relative value of competing responses, not solely the price.” More than one contractor may be chosen to provide the described project services. Final scope, schedule, and price may be negotiated after selection of the contractor(s).

DRAFT



TO: Main Street Board of Directors
FROM: Zach Higgins, AICP Community Development Director
DATE: April 10, 2023
SUBJECT: 2023 Ornament

SUMMARY

Staff has received the draft ornament design from Mike Hussey. In addition, the MSBOD should consider whether they want to get pricing or ornament options from any other manufacturer. We have three different options that we could pursue for pricing and ultimately creation of this years ornaments.

1. Tom Pollard Design – Current provider Flat and 2d options available - \$6.50ea plus \$395 tooling
2. Mike Bourda/Cask and Chisel – Laser Etching
3. Beacon Design – Flat, 2d, and 3d options available – Flat \$6-\$9ea, 2D \$9-\$12ea, 3D \$12+

STAFF RECOMMENDATION

Provide Staff with direction regarding ornament design and manufacturer.

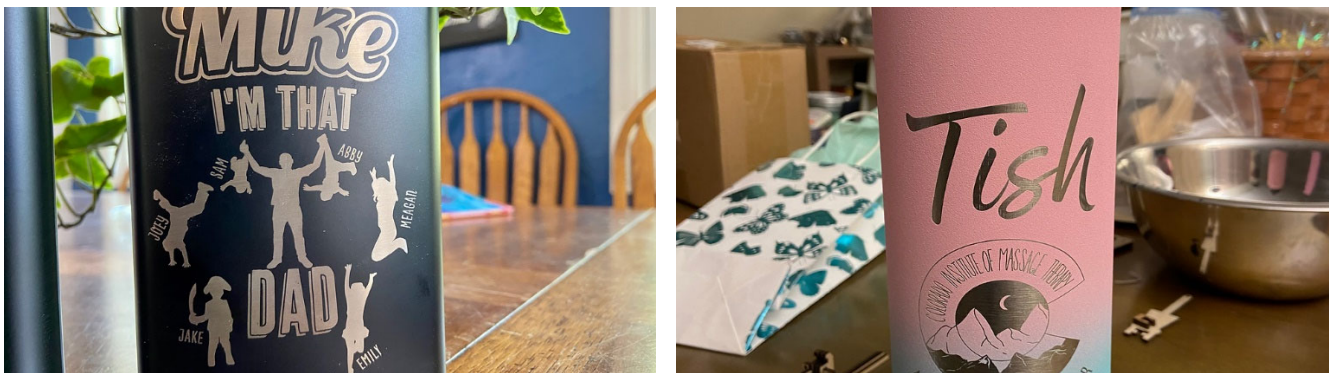
ATTACHMENT(S)

Examples

Tom Pollard Design:



Cork and Chisel:



Beacon Design:







O. F. BUILDING - ELIZABETH - COLO.

POTTERS BARGAIN STORE



TO: Main Street Board of Directors
FROM: Zach Higgins, AICP Community Development Director
DATE: April 10, 2023
SUBJECT: Staff Report

STAFF REPORT

1. Streetscape Design Update

- a. The Board of Trustees approved the PSA with CORE Engineering for the Streetscape Design on 01/11/2022.
- b. The certified letter was distributed to property owners and business owners on 01/14/2022.
- c. The Revitalizing Main Street Grant application was completed and sent to CDOT on 02/04/2022 before the deadline.
- d. Second Public Meeting occurred on June 30th at 6:00pm.
- e. A second certified letter has been distributed to property owners to notify regarding the second public meeting on June 7th.
- f. The third public meeting has been set for 10/13/2022.
- g. The Board of Trustees have heard progress on the project and provided further direction at their 09/13/2022 workshop.
- h. Streetscape Design Check In meeting was held and feedback received. The feedback received will be presented to the BOT in a memo at their 11/15/2022 meeting.
- i. The Add Services agreement with CORE was approved by the BOT on 11/29/2022.
- j. The BOT heard Main Street recommendations from Stolfus related to their Old Town Traffic Study at their 02/14/2023 BOT meeting.
- k. Staff received direction from the BOT at their 02/14/2023 regarding parking and traffic movement on Main Street. The BOT tabled the resolution to update the street cross-sections in order to obtain additional information.
- l. MSBOD and BOT met on 04/01/2023 for a work session. BOT gave direction on Streetscape. Staff is working on implementing direction.

2. Gesin Lot

- a. The Board of Trustees was presented with a proposal regarding the Gesin Lot by Gene Gregory. The Town is acquiring property valuation before continuing discussions with Mr. Gregory.
- b. The Board of Trustees is exploring additional options for the Gesin Lot before continuing conversations with Mr. Gregory.
- c. Mr. Gregory presented his latest proposal to the BOT on 02/28/2023. The Town is putting together a price for the property to be considered.



d. The Board of Trustees has decided to not pursue Mr. Gregory's proposal further at this time.

3. Ornaments

- a. The initial order of 100 ornaments have been sold out from the Town.
- b. Of the second order of 50 ornaments, 9 remain in Town inventory.

4. Training Update/Reminder

- a. DCI will be held in Loveland, CO on April 11-14, 2023.

5. Third quarter stats have been submitted to DOLA by 10/17.